

ACTION PLAN

CATEGORY: Maintenance Clearances and Process

GOAL: Consistent statewide streamlined maintenance environmental clearance process

TEAM LEADER: Gary McRae

TEAM MEMBERS: Chuck Barclay, John Harper, Gary McRae, Jessica Walsh, Emily Christ, Bruce Eilerts, Lisa Andersen

ACTION STEPS	RESPONSIBLE PARTY	DEADLINE	RESOURCES NEEDED	STATUS	RECOMMENDATIONS FOR IMMEDIATE ACTION:
				B = Behind Schedule O = On Schedule C = Completed	
1. Standardized clearance form/format. EPG	OES and District	Short Term – 3 months		Almost completed	Emily to finalize draft form. Action Team conference call from 10:00 to 11:00 on Oct 27 to finalize – if anything not resolved will bring it up to the ESLT. We will send email out to ESLT prior to Nov 3 so everyone can review.
2. Develop avoidance maps to include designated sensitive areas.	OES	Short Term – One year	Dec 9 th meeting will work out details of what is needed and how much it will cost.	On Schedule	Jessica will set up meeting for Dec. 9 th – developing agenda and invitation list (those within ADOT in the know on databases). Lisa will get room in Phoenix. Will meet from 9:00 to 12:00. Goal of meeting is to determine information we want from an environmental portal and how hard it will be to get this information. Hope is that most is available just needs to be compiled.
3. Develop ITD One Plan – a plan for all natural, cultural, historical and environmental resource activities within ITD	OES in coordination with District	Long Term – 2 to 5 years	Funding	On Schedule	Bruce will continue to work on gaining support and funding for this plan.
4. Utilize PECOS to track environmental work done by ADOT	State Maintenance Engineer delegate, OES and District	Long Term – 2 to 5 years			Chuck and Lisa will work on determining what PECOS IV can provide and its limitations. Will also work with Mike Traubert on his environmental tracking database.

October 7, 2008